

# STEEPLE ASHTON PARISH COUNCIL

Clerk: Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN 01373 864127

## To: All Members of Steeple Ashton Parish Council

You are hereby summoned to attend the Annual Council Meeting of the Parish Council to be held on **Thursday 5<sup>th</sup> May 2022** in the Village Hall commencing at 7.30 pm for the transaction of the business shown on the agenda below.



Nicola J Duke - Parish Clerk  
27<sup>th</sup> April 2022

## Open Forum to hear from members of the public

Please note that matters raised under Open Forum will be subject to a limit of three minutes and should be notified to the clerk by 7.15 pm on the night of the meeting.

	<b>AGENDA ITEM</b>
<b>2022/01</b>	<b>Election of Chair</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Chair of the Parish Council for the municipal year 2022/2023
<b>2022/02</b>	<b>Declaration of acceptance of office</b> To receive the Chair's signed declaration of acceptance of office
<b>2022/03</b>	<b>Apologies for Absence and to consider the reasons given</b> Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
<b>2022/04</b>	<b>Election of Vice-Chair</b> In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) to elect a Vice-Chair of the Parish Council for the municipal year 2022/2023
<b>2022/05</b>	<b>Declaration of Acceptance of Office</b> To receive the Vice-Chair's signed declaration of acceptance of office
<b>2022/06</b>	<b>Declarations of Interest and Dispensations to Participate</b> a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members b) To receive any dispensation requests received by the Parish Clerk and not previously considered

<b>2022/07</b>	<p><b>Parish Councillor Representatives</b> To agree member portfolios and representation for 2022/2023:</p> <ul style="list-style-type: none"> <li>• Highways and Parish Steward</li> <li>• CATG</li> <li>• Community Speed Watch</li> <li>• SID Project</li> <li>• CPT and Police Liaison</li> <li>• Defibrillator checks</li> <li>• Dog bag refills</li> <li>• Emergency Plan</li> <li>• Facebook / Website</li> <li>• Newsletter</li> <li>• Footpaths</li> <li>• Human Resources</li> <li>• Melksham Area Board</li> <li>• Model Railway Club key holder</li> <li>• Planning</li> <li>• Acreshort Park Group</li> <li>• Recreation Group</li> <li>• Friends of Steeple Ashton</li> <li>• St Mary's Building Management Committee – PC rep</li> <li>• STASH</li> <li>• Village Hall</li> <li>• Christmas Event Planning</li> <li>• SAVE Climate Emergency Group</li> </ul>
<b>2022/08</b>	<p><b>Parish Council Insurance 2022/2023</b> To confirm insurance arrangements for 2022/2023 (information to follow)</p>
<b>2022/09</b>	<p><b>Parish Council banking arrangements 2022/2023</b> To confirm bank signatories for 2022/2023</p>
<b>2022/10</b>	<p><b>Fixed Asset Register</b> To receive and consider for adoption a revised Fixed Asset Register (March minutes refer)</p>
<b>2022/11</b>	<p><b>Calendar of meetings</b> To note the Calendar of Meetings for the 2022/2023 municipal year:</p> <p>Monday 6<sup>th</sup> June 2022 – Full Council - Approval of accounts 2021/2022  Monday 4<sup>th</sup> July 2022 – Planning only (if required)  August – Council recess  Monday 5<sup>th</sup> September 2022 – Full Council  Monday 3<sup>rd</sup> October 2022 – Planning only (if required)  Monday 7<sup>th</sup> November 2022 – Full Council – Budget setting 2023/2024  Monday 5<sup>th</sup> December 2022 – Planning only (if required)  Thursday 5<sup>th</sup> January 2023 – Full Council - Precept setting 2023/2024  Monday 6<sup>th</sup> February 2023 – Planning only (if required)  Monday 6<sup>th</sup> March 2023 – Year end procedures 2022/2023  Monday 3<sup>rd</sup> April 2023 – Planning only (if required)  Thursday 4<sup>th</sup> May 2023 – Annual Council Meeting  Date for Annual Parish Meeting to be determined (must take place before 1<sup>st</sup> June)</p>

<p><b>2022/12</b></p>	<p><b>Planning Applications</b></p> <p><b>PL/2022/02742</b> - 21 Acreshort Lane, Steeple Ashton, Trowbridge, Wilts, BA14 6HD - Single storey side extension</p> <p><b>PL/2022/02724 and PL/2022/01502</b> – The Manor, Church Street, Steeple Ashton, Trowbridge, Wilts, BA14 6EW – Internal and external alterations to house including new back staircase, relocating kitchen, changes to ceiling and floor heights, removal of 1 existing bathroom, additional of roof lights and general repairs. Alterations to modern garage and adjacent oil tank/bin store area.</p> <p><b>PL/2022/02862</b> - Sunnyside, Edington Road, Steeple Ashton, Trowbridge, Wilts, BA14 6HP - Change of use of agricultural land to residential garden.</p> <p>PL/2022/02672 – Unit B, Elmsgate Buildings, Edington Road, Steeple Ashton, Wilts, BA14 6HP – Notification for prior approval under Class MA for a proposed change of use from offices (Class E) to Form Flats (Use Class C3)</p>
<p><b>2022/13</b></p>	<p><b>Planning Decisions</b></p> <p><b>PL/2021/11368</b> - Larks Leaze, Edington Road, Steeple Ashton, Trowbridge, Wilts, BA14 6HP - Demolition of existing dog kennels and cattery and construction of a Class E joinery workshop - Approve with Conditions</p> <p><b>PL/2021/09879</b> - Raydown, Edington, BA13 4NW - Construction of agricultural building to be used for the storage of agricultural machinery and commodities - Approve with Conditions</p> <p><b>PL/2022/01553</b> – 7 Church Street, Steeple Ashton, Trowbridge, Wilts, BA14 - T1 - Cherry tree - reduce by 3m and re shape. Reason for works - causing too much shading and overcrowding buildings - No Objection</p> <p><b>PL/2022/01865</b> - 60 A Yew Tree House High Street, Steeple Ashton, BA14 6EU - T1 - Yew tree - Monolith Yew tree to 3 m due to excessive decay in stem - No Objection</p>
<p><b>2022/14</b></p>	<p><b>Correspondence</b></p> <p>To receive and consider any items of correspondence</p>
<p><b>2022/15</b></p>	<p><b>Date of next meeting</b></p> <p>Monday 6<sup>th</sup> June 2022 – Full Council - Approval of accounts 2021/2022</p>
<p><b>2022/16</b></p>	<p><b>Confidential Information</b></p> <p>In view of the confidential nature of the business to be transacted at Agenda Item 2022/17 members are asked to consider resolving that the press and public be excluded from this part of the meeting.</p> <p><i>Such a resolution would be in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), which states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."</i> Reason for exclusion – Staffing matters.</p>

<b>2022/17</b>	<b>HR Panel Report</b> To receive a report from the HR Panel following the meeting held on Tuesday 26 <sup>th</sup> April 2022 and to consider the associated recommendations – Chair to report.
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